

**Town of Dunstable  
Conservation Commission and  
Planning Board Administrative Assistant**

The Town of Dunstable is seeking a qualified individual to serve as the Administrative Assistant to the Conservation Commission and Planning Board. The person selected will provide administrative support for the activities related to the operation of both offices.

General duties and responsibilities include tasks outlined in job descriptions on the Town of Dunstable website at [www.dunstable-ma.gov](http://www.dunstable-ma.gov). These tasks include, but are not limited to, updating webpages, record keeping, preparing agendas, keeping track of department expenses, assisting with annual report and yearly budgets, and processing wetland and permitting forms, preparation, and attendance at meeting. The Administrative Assistant will assist in writing and submitting Conservation grant applications. This position acts as a conduit through which the public, engineering firms, and attorneys interact with both departments.

All candidates should possess a pleasant, professional demeanor, good oral and written skills, and computer proficiency in Word and Excel. The ability to multi-task, work independently, be detail oriented, and meet deadlines is required. The position is 20 hours per week, including night meetings.

Applicants must submit a cover letter and resume to [jvoelker@dunstable-ma.gov](mailto:jvoelker@dunstable-ma.gov) or by mail at the Board of Selectmen, Town Hall, 511 Main Street, Dunstable, MA 01827. All applications must be submitted by 4 pm, June 27, 2022. The position will remain open until filled. EOA.

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Contact: David DeManche, Interim Town Administrator

Date of Posting: Tuesday, June 14, 2022

Posted with: MMA Job Board, MACC, the Groton Herald and the Town Hall.

**Duties and Responsibilities**

**Skills**

Candidates should have great organizational skills and enjoy working with the public. Experience in a responsible clerical position; municipal setting preferred.

**Days/Hours**

20 hours a week including every Monday night.